


# ◆ PERSRU Newsletter ◆

Issue 04/97

September to November, 1997

PERSRU WORKSHOP		Page	Highlights of This Issue
<p><b>H</b>ave you ever anxiously anticipated an event that was several months away, such as a summer vacation or winter skiing trip? After the long wait, the event has come and gone. The recent PERSRU Workshop was like that for me, and I'd bet it was for many of you as well. If it weren't for the involvement of many of you who jumped in and helped with the planning, we may not have been as successful in having a workshop that proved to be beneficial to all of us. Most of the feedback we received praised every facet of the PERSRU Workshop. I thank each of you that took the time to call or E-mail me with your thoughts and concerns.</p> <p>Special thanks to YNCM Ken Weir, Mr. Dale Hosman, CWO3 Bess Carrothers, HRSIC Board of Directors, and CWO2 Wes Smyth for their input and support. Last, but not least, thanks to Mrs. Debbie Parker, YN2 Jamie Schneller, and YN2 Gemini McIntyre for the administrative support they provided behind the scenes.</p> <p>I've selected a few photographs to print in this Newsletter that portrayed the sense of dedication, participation, friendship, and fun that everyone had that week. Hopefully, we all learned something that will help each of us in our daily work and improve the service s we provide to our customers.</p> <p style="text-align: center;">CWO2 J. Robinson (MAS)</p> 		1	PERSRU Workshop
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<p><b>I</b>would like to add my thanks to those given by CWO Robinson, not only to those of you who set up and attended the PERSRU Workshop, but also to those of you who picked up the slack at your units making it possible for your shipmates to participate. It is because of this outstanding team effort that we were able to have such a successful workshop that we believe benefited everyone. I hope that everyone had a pleasant and uneventful trip home and that you can join us again in the future.</p> <p style="text-align: center;">Captain R. J. Williamson, Commanding Officer</p>		6	Reserve Point Statements
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## MILITARY PERSONNEL DATA RECORDS (PDR) SYSTEM

Commandant (G-WR-3) has completed and released to the field the new Military Personnel Data Records (PDR) System, COMDTINST M1080.D. This instruction supercedes COMDTINST M1080.C.

Because of the release of this new instruction, it is requested that all PERSRUs replace the old instruction with the new instruction in Appendix D of the 3PM. It is also requested that PERSRUS pass this information to the field units to have them do the same.

With the release of the new Military Personnel Data Records (PDR) System, a change has been made on how the BAQ/Dependency/Emergency Data and SGLI Validation Form (CG-4170A) is distributed. The following is the new distribution on the CG-4170A:

- ♦ Original to CGPC (adm-3)
- ♦ Copy to PERSRU
- ♦ Copy to Unit

This will be incorporated into the next change to the 3PM.

YNC D. Bungler (PRC)

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## ALPERSRU M/97

Field units are submitting the majority of requests for change of Name, SSN, Date of Birth, and Minority Designator to CGPC (adm-3). This causes delays in processing since CGPC must forward this information to HRSIC for action.

- ♦ Under ALPERSRU M/97, these requests should be coming to HRSIC (MAS) as of 97JUN01.
- ♦ ALPERSRU M/97 will be incorporated in the next change to the 3PM reflecting this change.

YNC D. Bungler (PRC)



## RETIREMENT PACKAGES

When a PERSRU, or a retiring member's unit receives a retirement package, please be sure to give the retiring member the Your Guide to Retirement and Retiree Almanac publications as soon as possible. These publications answer many of the retiree's questions and the sooner they receive these pubs, the quicker their questions can be answered.

On receipt, units should also confirm that the names and dates on all certificates are correct. If there is an error, contact RAS at (913) 357-3415.

CWO B. Abendschan (RAS)

## INFORMATION ON PROCESSING ALLOTMENTS BY EFT

The Debt Collection Improvement Act of 1996 (PUB. L. 104-134) mandates the use of Electronic Funds Transfer (EFT) for all payments made by federal agencies that are disbursed by the Treasury (with the exception of tax refunds) after 1 January 1999. Almost all net salary payments are currently going by EFT (99.8% of Active Duty and 97.3% of Reserve). In contrast, only about 40% of allotments are sent by EFT. This represents a significant workload to convert these allotments to EFT.

HRSIC has sent a letter to all blanket allotment payees requesting them to provide their EFT information.

- ♦ For those blanket payees that are a financial institution such as a bank or credit union, and have requested payment by EFT, HRSIC will convert each individual blanket code directly to line item EFT and delete the blanket code.
- ♦ For third party payees, such as insurance companies, HRSIC will convert the one check payment to that company to one EFT payment to their financial institution followed by a hardcopy blanket listing showing a list of members to the third party.
- ♦ This conversion will take place over the next several months. The member or PERSRU do not have to do anything for this to be effective. No LES message will appear.

PERSRUs are advised of the following:

- ♦ Some blanket payees may be disestablished by HRSIC. These are the blanket payments going to a financial institution that will be converted to line item EFT payments. For any starts to a blanket code that has been dropped, the member must provide an account number, routing number, check digit and checking/savings code in order for it to be started by EFT.
- ♦ Blanket allotments to 3rd party payees will continue. Continue to start, change, or stop allotments using normal procedures.
- ♦ Conversion of individual allotments not being sent by EFT will occur at a later date. To reduce the number being converted in the future, encourage members starting allotments to send them by EFT. Allotment types D, H, I, L, M, N, O, and S can be sent by EFT. Individual allotment check payments are discouraged. All new allotment starts should go via EFT if at all possible.

HRSIC has seen an increase in EFT payments being returned by the financial institution for bad account/routing number/check digit/savings checking code information. It appears that the member is not obtaining the exact account/routing number or is transposing the numbers when entering the transaction. Also, in some cases the member will use the loan number instead of the account number at the financial institution. It is extremely **IMPORTANT** for the member to get the exact account/routing number for the allotment and for it to be properly recorded in JUMPS. A bad account/routing number may delay the payment of the allotment.

Questions may be directed to Mr. Steve Maupin of HRSIC at (913) 357-3505.

Mr. Joe Feeney (SDM)



## REQUEST FOR SPECIAL DIRECT DEPOSIT-OFFLINE PAYMENT OF ADVANCE BAQ/VHA/OHA/PAY

The use of E-mail has become a necessary and primary means of communication. Numerous requests come to HRSIC (MAS) asking for special direct deposit/offline payments. To more readily identify these requests and process them, please distinguish what the payment is for, and use the following E-mail format:

1. Rate/Name (First, MI, Last) SSN, USCG or USCGR  
Example: CWO Chris J. Trump 123 45 6789, USCG
2. Please explain request (See note two below)
3. Please indicate submission of a H605 with PAT NUMBER and PAT DATE and whether a fax copy was sent or if a H605 will not be submitted (See note three below)
4. PERSRU Point of Contact  
Example: YN2 Fred Yeoman (202) 267-1111
5. Signed by designated Payment Approving Official (PAO)  
Example: Signed by YN1 I Amgood (See note four below)

### Note One:

Specific type of advances must be made through PMIS/JUMPS via a H605 transaction unless a bona fide emergency exists. If an H605 has not already been completed before the E-Mail request is generated, then submission of the H605 is not necessary.

### Note Two:

Example: Request offline payment of Advance BAQ/VHA with dependents in the amount of \$1860.00 to be liquidated over a period of 12 months. Payment through PMIS/JUMPS and delivery of the advance in the next PMIS/JUMPS regular payment would create a financial hardship to the member.

Example: Request offline payment of Advance Pay in the amount of \$3000.00 to be liquidated over a period of 12 months. Payment through PMIS/JUMPS and delivery of the advance in the next PMIS/JUMPS regular payment would create a financial hardship to the member. Member is scheduled to depart PCS on 97Sep04 and payment through PMIS/JUMPS would not be available until 97Sep15, payday.

### Note Three:

H605 submitted on 98-03 PAT 101 dated 97Sep08 and fax copy sent/not sent this date because transactions can/cannot be seen in PMIS/JUMPS or H605 will not be transmitted by this PERSRU (please specify which applies). If H605 is transmitted, please fax copy to (913) 295-2638 ATTN: Chief,

Pay Team at the same time you send the E-mail request unless the transaction can be seen in PMIS/JUMPS and indicate which situation applies.

### Note Four:

The PMIS/JUMPS signature requirements apply to E-mail requests which are comparable to a pay/personnel transaction or cause funds to be obligated.

YNC L. West (MAS)





# REQUEST FOR SPECIAL DIRECT DEPOSIT PAYMENT DUE TO SIGNIFICANT PAY SHORTAGE

The following E-mail format uses the Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 6 to illustrate a request for a special direct deposit as a result of a pay shortage.

1. Rate/Name (First, MI, Last) SSN, USCG or USCGR  
Example: BMC Larry D. Needmoney 123 45 6789, USCGR
2. Please explain specific request (See note one below)
3. Request meets the criteria of the 3-PM, Chap. 6
4. Indicate submission of PMIS transactions with PAT NUMBER and PAT DATE and whether fax copy/copies were sent or if transactions can be seen in PMIS/JUMPS (See note two below)
5. PERSRU Point of Contact  
Example: YN2 Fred Yeoman (202) 267-1111
6. Signed by designated Payment Approving Official (PAO)  
Example: Signed by YN1 I Amgood (See note three below)

## Note One:

Example: Request special direct deposit payment of pay and allowances for the period 97Aug01 through 97Aug31. The departing/reporting ADT (R990) transaction was not transmitted in time for polling cutoff for the 97Sep15 payday due to an administrative error.

Computation of payment is as follows:

Credit	Period	Monthly/Daily Amount
Basic Pay	97Aug01-97Aug31	\$2329.20 (monthly)
BAQ with	97Aug01-97Aug31	\$564.60 (monthly)
BAS	97Aug01 @ 0700-97Aug31 @ 1900	\$8.30 (monthly)
Debit	Period	Monthly/Daily Amount
Taxes	97Aug01-97Aug31	\$652.17 (monthly)
SGLI	97Aug01-97Aug31	\$17.00 (monthly)
Payment		\$2481.93

This computation meets the requirement of the 3PM, Chap.6 and ensures everyone has the same understanding of what the special payment amount will be.

## Note Two:

Example: R990 submitted on 98-03 PAT 101 dated 97Sep08 and fax copy/copies sent/not sent this date because transactions can/cannot be seen in PMIS/JUMPS. If R990 transmitted, please fax copy to (913) 295-2638 ATTN: Chief, Pay Team at the same time you send the E-mail request unless the transaction can be seen in PMIS/JUMPS.

## Note Three:

PMIS/JUMPS signature requirements apply to E-mail requests which are comparable to a pay/personnel transaction or cause funds to be obligated.

YNC L. West (MAS)



## CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

As a reminder from ALDIST 173/97, the policy on issuing a DD-214 for personnel separating from active duty changed in July 1992 and was incorporated into COMDTINST M1900.4D.

The following clarifies the period of service a DD-214 covers when completed for multiple enlistments.

- ♦ Change Chap. 1.E., Block 12A, COMDTINST M1900.4D to read...for "date entered active duty this period", enter the date of enlistment for the earliest period of continuous active service **for which a DD-214 was not previously issued.**
- ♦ The requirement to enter information regarding each enlistment/reenlistment that a DD-214 might cover is found in Chap. 1.E., Block 18, Item 14 of COMDTINST M1900.4D.

## TIMELY SUBMISSION OF TRANSACTIONS

Timely processing of paperwork is essential to provide quality service to our members. Separation documents allow PMIS/JUMPS to final balance the member's pay account and ensure timely and accurate payments or collection of overpayments. Advancements may be delayed due to incorrect projections and personnel funding needs incorrectly represented as a result of transactions that are not submitted in a timely manner. Therefore, it is imperative that PERSRUs transmit all discharge, retirement, reenlistment, extension, and retention documents on time.

The following procedures have been implemented by the PMIS Team to reduce the amount of missing transactions that are not submitted in a timely manner:

- ♦ Extension/reextension transactions. PERSRUs will be assigned an error if a member goes past the beginning date of an extension or reextension and either a begin extension, P198 or reextension, P199 transaction has not been transmitted within a reasonable time.
- ♦ SOI/EOE transactions. PERSRUs will be assigned an error if a member goes past expiration of enlistment or expected termination date and the required transactions are not input within a reasonable time frame. A new column will appear on PAR 26 that shows errors assigned for missing transactions.

YNC M. Planitz (MAS)

## NOTIFICATION OF DEATH OF RETIREES

The first unit notified of the death of a retiree should submit a message to COGARD HRSIC Topeka KS (RAS), info Commandant (G-WPM-2). Required information is contained in Enclosure 7 of the Personnel and Pay Procedures Manual. There is some inconsistency in published procedures. The correct action is to submit a message to HRSIC.

CWO B. Abendschan (RAS)

## RESERVE POINT STATEMENTS

At the recent PERSRU workshop, concerns were raised about Reserve Point Statements. Should the PERSRU start receiving them? In order to answer this, it is necessary to determine if the servicing PERSRU wants to receive point statements for reserve members, how often, and for which reserve members.

The current point statement contains an itemized breakdown of the reservist's current anniversary year, and a general breakdown of all other anniversary years (as well as regular active duty and prior service in other military services).

The advantages and disadvantages of receiving the statements are up to the individual unit.

Please send your comments via E-mail to S. McDonald/HRSIC.

YN1 S. McDonald (CST)



## COMPUTING FEDERAL TAX

The following charts show how federal tax withholding (FITW) is computed. It may be used in counseling our customers. The chart shows 1997 rates. HRSIC will publish the 1998 rates as soon as they are received.

Procedure	Calculation
1. Total from Block 38 Leave & Earnings Statement (LES)	(A) (Taxable Income)
2. Multiply Exemptions from Block 41 of LES by \$220.83	(B) (Exemption Value)
3. Subtract (B) from (A)	(C) (Non-Exempt Income)

IF CLAIMING MARRIED IN BLOCK 41 OF LES	AND (C) IS ...	THEN...
Married	\$0 - \$538	Your withholding amount is \$0.00
Married	\$539 - \$3788	$[(C) - \$538] \times 15\% = (D)$
Married	\$3789 - \$7738	$[(C) - \$3788] \times 28\% + \$487.50 = (D)$
Married	\$7739 - \$13,000	$[(C) - \$7738] \times 31\% + \$1593.50 = (D)$
Married	\$13,001 - \$22,942	$[(C) - \$13000] \times 36\% + \$3224.72 = (D)$
Married	\$22,943 - \$99,999	$[(C) - \$22,942] \times 39.6\% + \$6803.84 = (D)$
IF CLAIMING SINGLE IN BLOCK 41 OF LES	\$0 - \$221	Your withholding is \$0.00
Single	\$222 - \$2179	$[(C) - \$221] \times 15\% = (D)$
Single	\$2180 - \$4625	$[(C) - \$2179] \times 28\% + \$293.70 = (D)$

Continued on next column

IF CLAIMING SINGLE IN BLOCK 41 OF LES	AND (C) IS ...	THEN ...
Single	\$4626 - \$10,513	$[(C) - \$4625] \times 31\% + \$978.58 = (D)$
Single	\$10,514 - \$22,713	$[(C) - \$10,513] \times 36\% + \$2803.86 = (D)$
Single	\$22,714 - \$99,999	$[(C) - \$22,713] \times 39.6\% + \$7195.86 = (D)$

Mr. D. Hosman (MAS)

## ANNUAL BAQ/VHA VALIDATION

It's that time of year again. Annual verification of the CG-5507 and CG-4170A begins in November. Below is a timeline of key dates:

**End of Month October-** CG-5507's will be mailed to each field unit with the October LESs for members receiving BAQ, VHA, OHA, COLA and/or COLA. The servicing PERSRU will receive a report listing their members who will receive a CG-5507 for verification.

**5 November-** If CG-5507's are not received or missing, HRSIC should be notified by E-mail to CST/HRSIC. The PERSRU should also notify HRSIC if any rosters are not received.

**30 November-** The PERSRU should verify to see if all CG-5507s are returned from units by this date and contact the unit for the status of any missing CG-5507s.

**15 December-** PERSRUs should send an E-mail to CST/HRSIC with a validation status. Waiver requests for those members who did not verify by the 30 November deadline should also be sent via E-mail to CST/HRSIC.

Detailed instructions for the verification process are contained in the 3-PM, 5-C-2. It is requested that the Customer Service Team be used as the contact point for CG-5507 issues. Members will only receive a CG-5507 if they receive entitlements. If transactions affecting these entitlements process after the final update of 21 October, they will not reflect on a member's CG-5507.

CONTINUED ON PAGE 8 

## ANNUAL BAQ/VHA VALIDATION

Continued from page 7

Many attendees at the recent PERSRU conference inquired as to the possibility of not requiring the annual verification this year due to the implementation of Basic Allowance for Housing (BAH). Unfortunately, the 1997 verification will be required because:

- The new BAH law is not expected to become effective until 1998
- The validation is required to certify entitlements the member received during the prior year per section 3.D.12, CG Pay Manual.

If you have any questions on this process, please contact HRSIC (CST) at (913) 357-3540

YNC E. Lanfear (CST)



## PMIS JUMPS II SURVEY RESULTS

ITEM	RELATIVE SCORE
Reference Manuals Online	5.23
Formal Training Course for New Users	5.20
View Member Pay History Online	5.06
Procedures/Checklists to Follow	4.91
View Personnel History Online	4.86
Hot Line for Support	4.84
System Performance (Speed of Screens)	4.80
Simple System Administration	4.74
Detailed Error Messages	4.65
Simple method to add New Member Reporting in	4.65
Easy Custom Reports	4.62
Flexible Auditing Options	4.61
Self Paced Tutorials	4.61
Ease of Navigation	4.55
System Security/Audits	4.43
Improved Presentation of Data	4.25
Less Paper to Produce	4.25
Support for more Standard forms	3.78

During the PERSRU conference the participants were asked to rank the relative importance of the following items for PJ2 - the next generation pay and personnel system. The table below shows the results of the survey (69 respondents). There were some very interesting results.

These results along with the input we continue to receive from the PERSRUs will help to guide our priorities in PJ2.

Thank you for taking time to complete the survey. Please watch this newsletter for further news about PJ2.

CDR D. Hill (PJ2)



## PMIS/JUMPS TRANSACTIONS

The following is a list of common PMIS transaction errors that occur and suggested steps to take to avoid these mistakes from happening:

**Out of Range Errors:** These mistakes account for over 75% of all IDT transaction exceptions. One out of range R985 requires three PMIS documents to fix. Stress the importance of timely data input to your units.

**Maximum on Paid Drills (R985):** Submitting IDT transactions that extend beyond the allowable 48 drills for Reserves will create errors. Check PMIS/JUMPS (page 3 of segment 00) when nearing the end of the fiscal year, to avoid submitting an erroneous transaction. There also is an SDA-II report that can be used to monitor the number of drills.

**R990/R985 overlaps:** When submitting a depart/report ADT (R990) transaction, ensure you check recents, PDR, or LES to see if there is another R990 or R985 that may conflict with the one you are submitting. There should never be a time when a R990 overlaps with a R985 or another R990.

**Non-submission of R910:** Need to ensure when submitting a paid drill (R985) transaction, that the member's pay category is correct. The transmitted R910 is not always submitted correctly. It is suggested that segment 57 be checked to ensure member is in either pay category "A" or "B" before submitting paid drills. The Unit Alpha Report also shows the member's pay category, which could help alleviate mistakes.

**R990 submission with wrong BAQ Code:** It is requested that the 4170A be checked prior to submitting a R990 transaction on a member. Also, check Query Personnel Page 4, category (G, L, or H) before initiating the transaction.

**Differing OPFACS on PCS endorsements:** When reporting a member in for PERMDU ensure the correct OPFAC is being entered on the PCS Reporting Transaction. Check the travel orders and recents to see what the OPFAC should be. If the departing transaction is incorrect then it will need to be corrected.

**Flight status exclusion on PCS:** To ensure aviators involved in a PCS transfer have their flight status maintained, it is necessary that element code 19 be shown on both the departing and reporting endorsements. This must be done for all aviators. Also, check Segment 60 for correct status.

**Erroneous Reporting PCS Transactions:** When a RELAD transaction is submitted on a member, there is no need for a reporting PCS transaction to be done. The RELAD transaction departs and reports the member to the Reserve Unit.

**VHA Offset in Route:** If a member is in route to their next duty station and a BAQ/VHA, P606 is submitted, no VHA offset is required on the transaction.

**VHA Offset Changes:** If BAQ/VHA and VHA offset information has already been submitted on a member, and VHA offset information changes, then a VHA offset change should be submitted vice a VHA offset start. Also, if BAQ/VHA has been started and VHA offset has not been submitted, once VHA offset information is available it should be submitted as an Offset Start and not as a VHA Change transaction.

**Incorrect Zip Codes:** If VHA Offset information is being started or changed, it is imperative that the correct zip code be used, normally either the Permanent unit's OPFAC or where the dependents actually live.

YNC D. Bunger (PRC)

# BAQ/VHA PCS

Date: Jan 20, 1995 7:14 PM Message ID: PPC02-052747  
 From: Command  
 To: !ALPERSRU, !Command, !Board\*Directors, !Business\*Managers  
 Copies:  
 Blind CC:  
 Attach:  
 Subject: E-Mail ALPERSRU A/95; ENTITLEMENT TO BAQ/VHA FOR MEMBERS WITHOUT DEPENDENTS DURING PCS

E-Mail ALPERSRU A/95

Subj: ENTITLEMENT TO BAQ/VHA FOR MEMBERS WITHOUT DEPENDENTS DURING PCS

Ref: (a) SDA User/Query Manual, PPCINST M5230.1

**Rule** These rules apply to members in paygrades E-5 and above or E-4 with over 4 years of service only.

- Members without dependents are entitled to BAQ (w/o dependents) during PCS transfers.
- Members without dependents are entitled to VHA (w/o dependents) during PCS transfers less travel days for which per diem is payable.

**Background** If individuals were drawing BAQ/VHA W/O dependents upon departure on PCS, PMIS/JUMPS would automatically stop the entitlements on the day prior to departure.

BAQ/VHA PCS entitlements for single members were credited on the reporting endorsement on orders by using element codes 34 and 83.

**System Change** We have removed the automatic stop of BAQ/VHA W/O dependents from PMIS/JUMPS for these members.

Reminder: This does not apply to single members in paygrades E-4 with less than 4 years of service or below.

- Element codes 34 and 83 (BAQ/VHA PCS) are no longer valid on an 8C under SDA I and must not be used.
- The next change to reference (a) will reflect this system change.
- There is no menu item under SDA II for BAQ/VHA PCS.

**Procedures** Procedures for handling BAQ/VHA for members without dependents during PCS transfers are listed below.

**Members not entitled to BAQ/VHA while PCS living in Gov't Qtrs.**

Single member's without dependents that are NOT entitled to BAQ/VHA PCS that are living in leased quarters or DOD quarters (BAQ codes E, F, M, and N) at the old PDS will have their BAQ codes shut down the day before departing once the departing endorsement processes correctly through PMIS/JUMPS.

Single member's without dependents that are living in barracks/shipboard (BAQ code D) at the old PDS will have their BAQ codes shut down the day before departing once the departing endorsement processes correctly through PMIS/JUMPS.

**Members entitled to BAQ/VHA while PCS living in Gov't Qtrs.**

If the single member without dependent is E4 (over 4 years service) and above, then a BAQ/VHA transaction or P606 starting BAQ without (BAQ code G for regular and BAQ code H for married member to member) and VHA without (only applicable if PDS is a VHA drawing locale) will have to be done on the day they become eligible for BAQ/VHA PCS (the day they have terminated leased, barracks/shipboard, or DOD quarters).

**Members drawing BAQ Child and not in Gov't Qtrs.**

Members (E4 over 4 years of service and above) who are drawing BAQ CHILD and living on the economy (BAQ code R) at the old PDS will continue to draw BAQ CHILD and BAQ without until the day before reporting. These members will continue to draw VHA without (if old PDS is VHA drawing locale) until the day before travel time starts (when the reporting endorsement successfully processes through PMIS/JUMPS, the system will automatically deduct travel time).

**Members drawing BAQ Child and living in Gov't Qtrs.**

Members who are drawing BAQ CHILD and are living in shipberthing/barracks/leased quarters (BAQ code P or Q) at the old PDS will continue to draw BAQ CHILD when the departing endorsement processes. If these members are E-4 over 4 years of service or above, then a BAQ/VHA transaction or P606 starting BAQ code 'R' and VHA without (only applicable if old PDS is a VHA drawing locale) will have to be done on the date of departing.

**Members drawing BAQ GRANDFATHERED and living in Gov't Qtrs.**

Members who are drawing BAQ GRANDFATHERED (BAQ code S) and who are in some type of quarters, a VHA transaction or P607 will have to be done on the date of departure and timed 5 minutes after departing endorsement starting VHA without (only applicable if PDS is a VHA drawing locale).

**NOTE 1 for SDA II Users**

Keep in mind when doing the BAQ/VHA transactions to start BAQ/VHA PCS on these members that there is no offset done if the transactions are dated on or after the member departs. If they are taken out of some type of quarters prior to the day of departing, then an offset of 9's will be used for the VHA offset.

**NOTE 2 for SDA II Users**

A BAQ code and VHA/VHA offset (if applicable) will always be done when a single member or BAQ CHILD member reports PCS. The BAQ/VHA transaction will be dated the same day and 5 minutes after the reporting endorsement. If the member is reporting TEMDU and then departs and reports PERMDU the same day as the TEMDU reporting, then the BAQ and VHA transaction should be dated after the reporting PERMDU PCS transaction.

**NOTE 3 for SDA II Users**

For all SDA II sites that have been installed prior to 17 January 1995, a BAQ/VHA transaction will have to be done on the day the member became eligible for BAQ/VHA PCS using the guidelines set forth above. These transactions will kick on the exception reports and PPC will manually credit these members BAQ/VHA PCS.

/s/  
 M. E. ASHLEY  
 Executive Officer

In order to clarify some misconceptions on entitlements to BAQ/VHA PCS please review ALPERSRU A/95. Reprinted here in case you can't find a copy. There is specific information that needs to be entered on a member who is entitled to BAQ/VHA PCS

YNC D. Bunker (PRC)

